DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-162

Page 1 of 3

Agency City of Frederick Division/Unit

Office of the Mayor/Public Information

Item No	Description	Retention
/	Department correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	External correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Alphabetical files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Approved by Department	, Agency or	Division	Representative
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Date

Signature

Type Name Jeanell

Title

Public Information offices.

Schedule Authorized by State Archivist

Date

OCT 2 2 2001

Signature Strand C. Paperfer

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-162

Page 2 of 3

Item No	Description	Retention
		Retain for 2 years, then destroy
4	Budget	Retain for 2 years, then destroy
5	Press releases	Retain for 2 years, then destroy
6	Media files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7	Speeches	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
s	Project files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
9	Personnel files – copies	Transfer originals immediately to HR. Retain copies until employee terminates, then destroy.
10	Information requests	Retain for 3 years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-162

Page 3 of 3

(CONTINUATION SHEET)		Page 3 of 3
Item No	Description	Retention
11	Manuals/References	Retain until updated or superseded, then destroy
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INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ O! ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederick DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. EARLIEST YEAR / LATETEST YEAR Department Correspondence 1999 10 2000 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Oupart, Planing, Police, Public Works, Setc. 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) D File Drawer(s) D Letter Size ☐ Microfilm Alphabetical ■ Microfilm Reel (s) □ Computer Tape (s) to Legal Size Computer Tape Numerical Olher (Specify) C Floppy Disk Number D Round Rook □ Chronological 10. ANNUAL ACCUMULATION ☐ Audio Tape □ Video Tape ☐ Geographical D File Drawer (s) □ Microfilm Reel (s) Other (Specify) _ Other (Specify) ___ O Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER □ Monthly Month(s) □ Daily □ Weekly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) D No 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS D None □ State □ Federal independent Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION any material that serves to document the origin describe any hardware/software) development and accomplishments of the department Transfer periodically to the MD Archives. O Yes 19. NAME AND JITLE OF PREPARER 20. TELEPHONE NUMBER 9/26/00

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page ______ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederic DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. EARLIEST YEAR / LATETEST YEAR 4. RECORD SERIES TITLE External Corresp. 1999 10 2000 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Chamber of Commerce, Tours, 45. Detrick 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE File Drawer(s) rs Microfilm Microfilm Reel (s) O Letter Size Alphabetical □ Compuler Tape (s) Other (Specify) _ to Legal Size D Computer Tape Numerical D Bound Book ☐ Floppy Disk Chronological Number 10. ANNUAL ACCUMULATION D Video Tape D Audio Tape Geographical D File Drawer (s) ☐ Microfilm Reel (s) U Other (Specify) __ Other (Specify) Computer Tape(s) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily D Weekly Monthly Month(s) Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS Independent □ None □ State Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION any material that serves to document the origin, describe any hardware/software) development and accomplishments of the department

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21. DATE 9/06/00

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